

## **EDITED TASK LISTING**

### **CLASS: CORRECTIONAL CAPTAIN**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>1.</b>	Ensure escape prevention procedures are followed and promote security awareness through training, audits and accountability in accordance with the Penal Code, Title 15, DOM and OPs.
<b>2.</b>	Oversees the receiving and releasing of inmates from institutions/camps in accordance with, Receiving and Release procedures, DOM and OPs.
<b>3.</b>	Oversee and evaluates information for use in determining housing arrangements for arriving inmates pursuant to operational procedures.
<b>4.</b>	Ensures the coordination and completion of emergency and routine inmate counts.
<b>5.</b>	Recognize and prevent potential inmate disruptive situations
<b>6.</b>	Ensure that inmates are identified by photo identification utilizing the gate pass system.
<b>7.</b>	Ensure staff has on their person, required safety equipment.
<b>8.</b>	Ensure staff monitor emergency alarm systems, (i.e., fire, medical, code, etc.) and staff responds as necessary.
<b>9.</b>	Oversees the approval and processing of inmate visitors.
<b>10.</b>	Oversees all activities in inmate visiting locations.
<b>11.</b>	Oversees the accountability of keys and proper functioning of locking devices and security/restraint equipment.
<b>12.</b>	Identifies enemy factors and compatibility needs when Administrative Segregation inmates are being transferred to/from Receiving and Release in groups for either intake or departure.
<b>13.</b>	Oversees safety and security inspections/audits of the institution.
<b>14.</b>	Ensures staff conducts random searches of inmates.
<b>15.</b>	Ensures appropriate number of officers is armed and staff/vehicles are equipped with appropriate equipment and supplies when transporting inmates off grounds, per policy.
<b>16.</b>	Ensures that all procedures are adhered to regarding appropriate documentation being completed/verified prior to an inmate's arrival/departure.
<b>17.</b>	Supervises the application of the key and tool control plan, including completing audits and documentation or tool control practices to ensure safety and security.
<b>18.</b>	Identify and/or monitor prison gang/disruptive group members and associates.
<b>19.</b>	Ensures compliance with policies regarding special program placement inmates (close custody etc.).
<b>20.</b>	Ensures transportation staff are knowledgeable of transport vehicle emergency procedures.
<b>21.</b>	Oversees electric fence operation ensuring that established security and safety procedures are followed.

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<b>22.</b>	Ensures frequent inspections of weapons qualification/certification cards (CDC Form 861) are conducted by supervisory staff, and only qualified staff are assigned to armed posts.
<b>23.</b>	Ensures staff use and maintain weapons in accordance with safety and security procedures.
<b>24.</b>	Oversees staff in conducting searches of inmate cells, dormitories, shops, recreation yards, grounds, and any other areas.
<b>25.</b>	Oversees the implementation of inmate activities and ensure availability of staff to provide adequate security.
<b>26.</b>	Oversees that contact with transportation teams is maintained to ensure ETAs, address issues, etc.
<b>27.</b>	Ensures that security risk of inmates being transported is discussed with transportation team supervisors.
<b>28.</b>	Ensures adherence to conditions of confinement in segregated housing units in compliance with policies and procedures.
<b>29.</b>	Oversees the proper storage and reporting of hazardous materials in accordance with State procedures and Federal guidelines.
<b>30.</b>	Oversees the accountability of inmates not appearing for scheduled activities.
<b>31.</b>	Ensures a count is conducted of inmates aboard transport vehicles entering/exiting the institution.
<b>32.</b>	Ensures subordinate staff have safety equipment when transporting inmates with communicable diseases.
<b>33.</b>	Ensures that random and mandatory urine testing is conducted as needed.
<b>34.</b>	Ensures transportation teams carry appropriate equipment and supplies, i.e., gas credit cards, sack lunches, proper transportation documents,
<b>35.</b>	Assists in the preparation of sensitive transport details.
<b>36.</b>	Oversees that all Personal Protective Equipment (PPE) kits and cleanup kits are inventoried, complete, and readily accessible.
<b>37.</b>	Ensure Control generated inmate housing records are accurate and complete.
<b>38.</b>	Ensures that inmate movement is properly supervised and completed per policy and procedures.
<b>39.</b>	Oversees, assesses and evaluates the racial and numerical balance of inmate work sites.
<b>40.</b>	Recommends and oversees contraband security watch.
<b>41.</b>	Ensure compliance with exposure control procedures i.e., decontamination, needle sticks, hazardous materials, etc.
<b>42.</b>	Oversees and implements a modified activity schedule due to inclement weather conditions when appropriate.

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<b>43.</b>	Ensure quarterly security audits are conducted and results forwarded to Chief Deputy Warden/Warden.
<b>44.</b>	Participate in safety committee meetings.
<b>USE OF FORCE (2)</b>	
<b>45.</b>	Instructs and/or evaluates staff's use of force.
<b>46.</b>	Review/critique use of force reports.
<b>47.</b>	Oversee calculated or emergency cell or area extractions of inmates per departmental procedures.
<b>48.</b>	Participate as a member of the Executive Use of Force Review Committee.
<b>TRAINING (3)</b>	
<b>49.</b>	Ensures that all apprentices receive the appropriate training, direction and hours in work process categories.
<b>50.</b>	Participates as a trainer in departmental training programs, i.e., the orientation of all new institution employees.
<b>51.</b>	Ensures subordinate staff are trained in the use of equipment, i.e., keys, side handle baton, pepper spray, etc.
<b>52.</b>	Assesses training needs, performs and documents on-the-job training as needed to help staff achieve job-related functions and communicated expectations.
<b>53.</b>	Monitor that staff meet mandated training requirements and recommend corrective action.
<b>54.</b>	Oversee medical emergency response drills with staff.
<b>55.</b>	Ensures quarterly fire drills and emergency drills are conducted per established procedures.
<b>56.</b>	Ensure staff are cross-trained.

<b>57.</b>	Provides staff with recommendations for training and development to meet performance expectations and personal and professional goals.
<b>58.</b>	Ensures staff is trained in procedures for handling and processing evidence/materials.
<b>POLICY AND PROCEDURES (4)</b>	
<b>59.</b>	Monitor coverage of vacant posts and ensures coverage as needed to fulfill operational needs.
<b>60.</b>	Audits and approves correctional lieutenant FLSA time sheets daily, checking for correct codes and hours worked. Ensure the lieutenant checks the subordinate staff time sheets daily for correct entries.

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<b>61.</b>	Remain current with facility and departmental rules, procedures, regulations, administrative bulletins, memorandum, post orders, mandated training and other formal written materials for updated information and direction.
<b>62.</b>	Ensure compliance with sexual harassment prevention program.
<b>63.</b>	Assists in the preparation of sensitive transport details.
<b>64.</b>	Assist with the implementation of new departmental directives, policies and procedures.
<b>65.</b>	Prepares correspondence, inter-departmental memorandums, procedures, and other administrative paperwork.
<b>66.</b>	Ensure compliance with equal employment opportunity program objectives.
<b>67.</b>	Ensures staff adheres to uniform and grooming standards.
<b>68.</b>	Remain current with bargaining units' memorandums of understanding and other employee relation documents to ensure compliance with sick leave committee directives.
<b>69.</b>	Participate in the sick leave review process and ensure compliance with sick leave committee directives.
<b>70.</b>	Ensures proper processing and preservation of legal evidence.
<b>71.</b>	Ensures post orders are updated, complete, work site accessible and post order acknowledgment is signed by subordinate staff and retained pursuant to record retention requirements.
<b>72.</b>	Develops and implements institutional procedures.
<b>73.</b>	Manages staff and fiscal resources in accordance with departmental and institutional goals, objectives and priorities.
<b>74.</b>	Recommends new policies and procedures.
<b>75.</b>	Oversees and directs the update of operational procedure/DOM Supplements at least annually.
<b>76.</b>	Ensures that all custodial/specified staff returning from extended leave or light duty have been cleared by the Return to Work Coordinator
<b>77.</b>	Refer employees for fitness for duty evaluation when appropriate.
<b>78.</b>	Prepare/review responses to employee grievances ensuring compliance with laws, policies and procedures.
<b>REPORTING PROCEDURES (5)</b>	
<b>79.</b>	Reviews and approves CDC 837s (Incident Package).
<b>80.</b>	Ensures that incident commander collects reports from all staff involved in or witnessing an incident.
<b>81.</b>	Oversees and directs staff in protection of the crime scene integrity and the proper collection of evidence.
<b>82.</b>	Oversees the identification, seizure, and processing of controlled substances to ensure that evidence is preserved.

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<b>83.</b>	Gathers and reports information verbally and/or in writing, i.e., documenting events, evidence, activities, suspicious or irregular staff behavior, etc.
<b>84.</b>	Collects information and prepares reports requested by the administration.
<b>85.</b>	Oversees/conducts investigations of incidents.
<b>86.</b>	Conveys to superiors, verbally and in writing, complaints made by staff or inmates with recommendations for resolutions.
<b>87.</b>	Ensure the timely completion and processing of appropriate documentation upon the occurrence of staff and/or inmate injuries.
<b>88.</b>	Monitor to ensure compliance with the inmate disciplinary process.
<b>89.</b>	Ensures identification and appropriate reporting of staff, volunteer, and institutional visitor misconduct.
<b>INMATE WORK TRAINING INCENTIVE PROGRAM (6)</b>	
<b>90.</b>	Monitors the application of and adherence to Inmate Work Training Incentive Program policies, procedures and activities.
<b>91.</b>	Ensures that work crews have the required number of inmates assigned, are properly staffed and supervised, and are work change/gate pass approved.
<b>INMATE APPEALS (7)</b>	
<b>92.</b>	Assigns, prepares, and reviews inmate appeals/responses.
<b>93.</b>	Implementation orders as directed.
<b>INMATE DISCIPLINE (8)</b>	
<b>94.</b>	Oversees/reviews the classification, adjudication, due process compliance, logging and auditing of disciplinaries.
<b>EMERGENCY OPERATIONS (9)</b>	
<b>95.</b>	Be familiar with and update emergency procedures, and oversee the training of staff relative to their responsibilities during emergency situations.
<b>96.</b>	Oversee implementation of staff accountability procedures subsequent to an emergency/incident/alarm.
<b>97.</b>	Ensures counts are conducted and cleared to account for all inmates after an emergency as appropriate.
<b>98.</b>	Notifies superiors of incidents as soon as possible.
<b>99.</b>	Assumes responsibilities within Emergency Operations Center as resources and situations dictate.
<b>DUE PROCESS (10)</b>	
<b>100.</b>	Conducts interviews and documents decisions on CDC 114D (Administrative Segregation Placement Order).
<b>101.</b>	Participates on classification committees.
<b>STAFF INVESTIGATIONS (11)</b>	
<b>102.</b>	Conducts Category I and II internal affairs investigations.

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<b>103.</b>	Prepares/reviews Letter of Instructions, Employee Counseling Records (CDC Form 1123) and requests investigations for possible adverse action.
<b>104.</b>	Appears at legal proceedings and testifies if required, i.e., court, State Personnel Board hearing, etc.
<b>105.</b>	Oversees/conducts investigations of citizen complaints against staff members as authorized.
<b>SUPERVISION (12)</b>	
<b>106.</b>	Reviews all daily recap and overtime expenditure logs to determine if the Institution Vacancy Plan is being utilized properly.
<b>107.</b>	Briefs subordinate staff as situations dictate.
<b>108.</b>	Delegate/follow up on work tasks assigned to subordinate staff.
<b>109.</b>	Oversees the preparation and maintenance of rosters for uniform custody/medical/food service staff in accordance with institution policy and procedure, i.e., post assignments, overtime, vacation, light duty, reasonable accommodation, detached duty, training and development and extended sick leave.
<b>110.</b>	Listens to, reads, interprets and implements information being assimilated via superiors, conferences, meetings, staff and inmate communications, reports of unit activities, etc.
<b>111.</b>	Ensure custody, medical and food services PAS reconcile with the governors budget and position cards.
<b>112.</b>	Ensure the MAR for custody, medical and food services is derived from a reconciled PAS and only authorized increments of relief are used for each post.
<b>113.</b>	Ensures Personnel Assignment Lieutenant, notifies all staff of assignments by ensuring the weekly distribution of rosters, job change and vacation schedules and employee FLSA check-in sheets to the appropriate work areas.
<b>114.</b>	Reads Daily Activity Report and Watch Commander's Logbook to stay informed of institution activities, etc.
<b>115.</b>	Initiate the hiring process for staff and serve as a member of the hiring panel
<b>116.</b>	Review employee performance reports.
<b>117.</b>	Prepares written employee performance reports.
<b>118.</b>	Maintain accessibility to staff.
<b>119.</b>	Provide oversight and participate in emergency medical response reviews.
<b>120.</b>	Coordinates high risk/special needs transportation teams.
<b>121.</b>	Work effectively with individuals of diverse backgrounds, personalities and professions.
<b>122.</b>	Represents the department when interacting with the public.
<b>123.</b>	Communicates performance expectations to staff verbally and in writing.
<b>124.</b>	Identifies, documents and addresses performance needs in subordinate staff.

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<b>125.</b>	Recognizes the superior performance of subordinate staff, e.g., makes recommendations for special assignments, awards and other types of recognition, etc.
<b>126.</b>	Participates in meetings and shares information.
<b>127.</b>	Maintains perspective and demeanor in order to de-escalate anxiety and panic in others.
<b>128.</b>	Conducts inspections to ensure that subordinate staff is alert and diligent in the performance of their duties and takes subsequent action to address deficiencies as necessary.
<b>129.</b>	Refers staff to the Employee Assistance Program who has personal issues that are negatively impacting their work performance.
<b>130.</b>	Takes the initiative to obtain information on important issues and situations and take appropriate action.
<b>131.</b>	Recognize and take appropriate action to address staff-on-staff conflicts.
<b>INMATE MENTAL HEALTH ISSUES (13)</b>	
<b>132.</b>	Ensure that suicide prevention procedures are followed.
<b>133.</b>	Ensure that inmates displaying unusual behavior are referred to mental health clinicians by subordinate staff when appropriate.
<b>134.</b>	Oversees measures implemented to prevent injury by inmates to themselves, staff, and property damage.
<b>135.</b>	Ensures compliance with laws, policies and procedures governing inmates with disabilities.
<b>136.</b>	Ensures training, information, and direction is disseminated to staff regarding the identification of special needs inmates, i.e., mental health, developmental/physically disability, etc.
<b>137.</b>	Closely monitors and directs security operations for Mental Health Services Delivery System programs within specified areas.
<b>STAFF/INMATE RELATIONS (14)</b>	
<b>138.</b>	Maintains an effective line of communication with the inmate population.
<b>139.</b>	Ensures inmates are treated with fairness and consistency when applying policies and procedures.
<b>140.</b>	Ensures that mandated services are provided to the inmate population.
<b>141.</b>	Ensures that both inmates and staff adhere to inmate/staff relations policies and procedures.
<b>142.</b>	Develops and maintains effective relationships with staff at all levels and disciplines, inmates and the public to facilitate the flow of information up and down the chain of command.
<b>143.</b>	Interviews or otherwise gathers information from inmates regarding conflicts or disruptive situations.

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<b>144.</b>	Ensures staff take steps to correct identified problems or issues before they escalate into a serious problem.
<b>145.</b>	Communicates with the Men's Advisory Council, Women's Advisory Council, and/or Inmate Advisory Council on institutional regulations, services and information.
<b>146.</b>	Promotes acceptable attitudes and behavior of inmates.
<b>147.</b>	Provides instruction and support to staff in dealing with difficult inmate problems.